

APRIL/MAY 2023

**BEEN65A — COPY EDITING AND PROOF
READING**

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Who is a copy editor?
2. Write any two types of copy editing.
3. Is type setting hard?
4. How many fonts can you use in typesetting?
5. Write some tips for effective proof reading.
6. How to make Corrections on a Word Document?
7. What is a house style for documents?
8. How do you cross-reference a research?
9. Why is a footnote important?
10. What are glossaries used for?



SECTION B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) What is the purpose of a copy editor?

Or

- (b) What is a digital copy editor?

12. (a) What is the process of typesetting?

Or

- (b) Explain the typeset document.

13. (a) What is Colour coding corrections?

Or

- (b) What does a color correction include?

14. (a) Why cross-reference is important?

Or

- (b) Why is a house style important?

15. (a) What is a running head in a book?

Or

- (b) What is function of appendix?

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss the functions of copy editing. Write the duties and responsibilities of the copy editor.

17. Write an essay on copy right permissions and it's types.

18. Bring out the importance of Proof Reading.

19. Enumerate the Format of the Book Editing.

20. Write a detailed note on Foot notes and End notes.